

ACTIVE VOICE AND PASSIVE VOICE

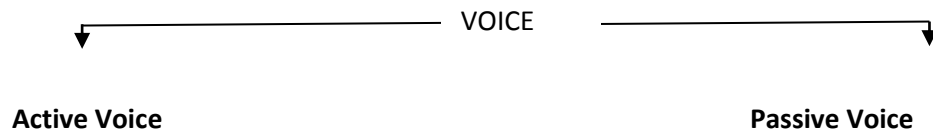
ACTIVE VOICE AND PASSIVE VOICE

Voice:

Voice is form of a verb which shows whether the subject does an action or something is done to subject.
Or

The act of saying and telling is called voice.

We have two kinds of voice active voice and passive voice.



Active Voice:

1. The active voice is also called normal voice.
2. This is the voice that we use it most of the time.
3. In active voice the object receives the action of the verb.
4. When the subject of a sentence performs the action of the verb it is said to be active voice.

Example: She writes a letter.

Passive Voice:

1. Passive voice is less usual.
2. In passive voice the subject receives the action of the verb.
3. When the subject of a sentence receives the action of the verb it is said to be passive voice.

Example: Active: I eat an apple.

Example: Passive: An apple is eaten by me.

Example: Active: Ali plays tennis with khan

Example: Passive: Tennis is played with khan by Ali.

ACTIVE VOICE AND PASSIVE VOICE

How to change active voice into passive voice:

1. Find the object of the active sentence.
2. Use the object of the active sentence as the subject of passive voice.
3. Use to be verbs (is, am, are, was, were, been).
4. Use the past participle form of a verb in passive voice.
5. Use by Phrase at the end of sentence in passive voice if imported.
6. In some sentences there can be two objects direct and indirect object we can change in two ways.
7. Only transitive verb can be changed into passive voice.
8. In passive voice the subject pronoun changed to object pronoun.

Example: Javid teaches us English. <= Example no 6

Example: English is taught to us by Javid

Example: We are taught English by Javid

Example: I am taking books to my brother.

Example: The books were being taken to my brother by me.

Example: She eats rice.

Example: Rice is eaten by her.

1: Transitive Verbs

2: Intransitive Verbs

Transitive Verbs:

Are those verbs that pass an action from the subject to the object of a sentence.

Example: I am eating Mantoo. (Do, Enjoy, Perform, Promise)

Intransitive Verbs:

Are those verbs that do not pass an action from the subject to the object or they show state of being or existence.

Example: I am a teacher. we can't change. (Run, Walk, Is, Am, Are)

ACTIVE VOICE AND PASSIVE VOICE

Change Active Voice to Passive Voice

Simple Present Tense (Positive)

Active Structure: Sub + 1st form of the verb + com

Example: He plays cricket.

Passive Structure: Sub + to be verb + 3rd verb + By phrase.

Example: Cricket is played by him.

Simple Present Tense (Negative)

Active Structure: Sub + does not/do not + 1st verb + com.

Example: He doesn't eat rice.

Passive Structure: Sub + is/are + not + 3rd verb + by phrase.

Example: Rice is not eaten by him.

Simple Present Tense (Interrogative)

Active Structure: Do/Does + sub + 1st verb + com + ?

Example: Does he teach Arabic?

Passive Structure: Is, am, are + sub + 3rd verb + by phrase.

Example: Is Arabic taught by him?

Present Progressive Tense (Positive)

Active Structure: Sub + is, am, are + verb ing + com.

Example: I am writing a letter.

Passive Structure: Sub + is, am, are + being + 3rd verb + by phrase.

Example: A letter is being written by me.

Example: What are you doing?

Example: What is being done by you?

Example: What are you eating?

ACTIVE VOICE AND PASSIVE VOICE

Example: What is being eaten by you?

Present Progressive Tense (Negative)

Active Structure: Sub + is, am, are + not + verb ing + com.

Example: He is not looking at me.

Passive Structure: Sub + is, am, are + not + being + 3rd verb + by phrase.

Example: I am not being looked by him.

Present Progressive Tense (Interrogative)

Active Structure: Is, am, are + sub + verb ing + com +?

Example: Is he speaking Arabic?

Passive Structure: Is, am, are + sub + being + 3rd verb + by phrase +?

Example: Is Arabic being spoken by him?

Present Perfect Tense (Positive)

Active Structure: Sub + have/has + 3rd verb + com.

Example: I have written my homework.

Passive Structure: Sub + have/has + been + 3rd verb + by phrase

Example: My homework has been written by me.

Present Perfect Tense (Negative)

Active Structure: Sub + have/has + not + 3rd verb + com.

Example: She has not done her job.

Passive Structure: Sub + have/has + not + been + 3rd verb + by phrase.

Example: Her job has not been done by her.

Present Perfect Tense (Interrogative)

Active Structure: Have/has + sub + 3rd verb + com +?

ACTIVE VOICE AND PASSIVE VOICE

Example: Have he played cricket?

Passive Structure: Have/has + sub + been + 3rd verb + by phrase +?

Example: Has cricket been played by him?

Present Perfect Progressive (Positive)

Active Structure: Sub + have/has + been + verb ing + com.

Example: We have been writing our homework.

Passive Structure: Sub + have/has + been + being + 3rd verb + by phrase.

Example: Our homework has been being written by us.

Present Perfect Progressive Tense (Negative)

Active Structure: Sub + have/has + not + been + verb ing + com.

Example: They have not been playing tennis.

Passive Structure: Sub + have/has + not + been + being + 3rd verb + by phrase.

Example: Tennis has not been being played by them.

Present Perfect Progressive Tense (Interrogative)

Active Structure: Have/has + sub + been + verb ing + com +?

Example: Have you been eating lunch?

Passive Structure: Have/has + sub + been + being + 3rd verb + by phrase +?

Example: Has lunch been being eaten by you?

Simple Past Tense (Positive)

Active Structure: Sub + 2nd verb + com.

Example: He cleaned the door.

Passive Structure: Sub + was/were + 3rd verb + by phrase.

Example: The door was cleaned by him.

ACTIVE VOICE AND PASSIVE VOICE

Simple Past Tense (Negative)

Active Structure: Sub + didn't + 1st verb + com.

Example: He didn't join the class.

Passive Structure: Sub + was/were + not + 3rd verb + by phrase.

Example: The class wasn't joined by him.

Simple Past Tense (Interrogative)

Active Structure: Did + sub + 1st verb + com.

Example: Did you teach the class?

Passive Structure: Was/were + sub + 3rd verb + by phrase +?

Example: was the class taught by you?

Past Progressive Tense (Positive)

Active Structure: Sub + was/were + verb ing + com.

Example: He was playing cricket.

Passive Structure: Sub + was/were + being + 3rd verb + by phrase.

Example: Cricket was being played by him.

Past Progressive Tense (Negative)

Active Structure: Sub + was/were + not + verb ing + com.

Example: I was not eating Mantoo.

Passive Structure: Sub + was/were + not + being + 3rd verb + by phrase.

Example: Mantoo was not being eaten by me.

Past Progressive Tense (Interrogative)

Active Structure: Was/were + sub + verb ing + com +?

Example: Was Haroon studying Arabic?

Passive Structure: Was/were + sub + being + 3rd verb + by phrase +?

ACTIVE VOICE AND PASSIVE VOICE

Example: Was Arabic being studied by Haroon?

Past Perfect Tense (Positive)

Active Structure: Sub + had + 3rd verb + com.

Example: I had eaten lunch before he came.

Passive Structure: Sub + had + been + 3rd verb + by phrase.

Example: Lunch had been eaten by me before he came.

Past Perfect Tense (Negative)

Active Structure: Sub + had + not + 3rd verb + com.

Example: The teacher had not entered the class.

Passive Structure: Sub + had + not + been + 3rd verb + by phrase.

Example: The class had not been entered by the teacher.

Past Perfect Tense (Interrogative)

Active Structure: Had + sub + 3rd verb + com +?

Example: Had she sent the letter?

Passive Structure: Had + sub + been + 3rd verb + by phrase +?

Example: Had the letter been sent by her?

Past Perfect Progressive Tense (Positive)

Active Structure: Sub + had + been + verb ing + com.

Example: I had been watching movie.

Passive Structure: Sub + had + been + being + 3rd verb + by phrase.

Example: Movie had been being watched by me.

Past Perfect Progressive Tense (Negative)

Active Structure: Sub + had + not + been + verb ing + com.

ACTIVE VOICE AND PASSIVE VOICE

Example: She had not been eating dinner.

Passive Structure: Sub + had + not + been + being + 3rd verb + by phrase.

Example: Dinner had not been being eaten by her.

Past Perfect Progressive Tense (Interrogative)

Active Structure: Had + sub + been + verb ing + com +?

Example: Had they been cooking lunch?

Passive Structure: Had + sub + been + being + 3rd verb + by phrase +?

Example: Had lunch been being cooked by them?

Simple Future Tense (Positive)

Active Structure: Sub + will + 1st verb + com.

Example: Haroon will study Math.

Passive Structure: Sub + will + be + 3rd verb + by phrase.

Example: Math will be studied by him.

Simple Future Tense (Negative)

Active Structure: Sub + will + not + 1st verb + com.

Example: He will not break the glass.

Passive Structure: Sub + will + not + be + 3rd verb + by phrase.

Example: The glass will not be broken by him.

Simple Future Tense (Interrogative)

Active Structure: Will + sub + 1st verb + com +?

Example: Will he write his homework?

Passive Structure: Will + sub + be + 3rd verb + by phrase +?

Example: Will his homework be written by him?

ACTIVE VOICE AND PASSIVE VOICE

Future Progressive Tense (Positive)

Active Structure: Sub + will + be + verb ing + com.

Example: They will be eating dinner.

Passive Structure: Sub + will + be + being + 3rd verb + by phrase.

Example: Dinner will be being eaten by them.

Future Progressive Tense (Negative)

Active Structure: Sub + will + not + be + verb ing + com.

Example: We will not be eating dinner.

Passive Structure: Sub + will + not + be + being + 3rd verb + by phrase.

Example: Dinner will not be being eaten by us.

Future Progressive Tense (Interrogative)

Active Structure: Will + sub + be + verb ing + com +?

Example: Will he be playing hide and seek?

Passive Structure: Will + sub + be + being + 3rd verb + by phrase +?

Example: Will Hide and seek be being played by him?

Note:

Passive voice is Uncommon in Future Perfect Progressive Tense.

Present Perfect Progressive Tense, Past Perfect Progressive Tense and Future Progressive Tense are rarely used in Passive Voice.

Future Perfect Tense (Positive)

Active Structure: Sub + will + have + 3rd verb + com.

Example: I will have done my job.

Passive Structure: Sub + will + have + been + 3rd verb + by phrase.

Example: My job will have been done by me.

ACTIVE VOICE AND PASSIVE VOICE

Future Perfect Tense (Negative)

Active Structure: Sub + will + have + not + 3rd verb + com

Example: He will have not written the letter.

Passive Structure: Sub + will + have + not + been + 3rd verb + by phrase.

Example: The letter will have not been written by him.

Future Perfect Tense (Interrogative)

Active Structure: Will + sub + have + 3rd verb + com +?

Example: Will she have washed the dishes?

Passive Structure: Will + sub + have + been + 3rd verb + by phrase +?

Example: Will the dishes have been washed by her?

Future Perfect Progressive Tense (Positive)

Active Structure: Sub + will + have + been + verb ing + com.

Example: I will have been doing my homework.

Passive Structure: Sub + will + been + being + 3rd verb + by phrase.

Example: My homework will have been being done by me.

Future Perfect Progressive Tense (Negative)

Active Structure: Sub + will + have + not + been + verb ing + com.

Example: She won't have been watching me.

Passive Structure: Sub + will + not + have + been + being + 3rd verb + by phrase.

Example: I won't have been being watched by her.

Example: I will not have been being watched by her.

Future Perfect Progressive Tense (Interrogative)

Active Structure: Will + sub + have + been + verb ing + com +?

Example: Will he have been reading the book?

ACTIVE VOICE AND PASSIVE VOICE

Passive Structure: Will + sub + have + been + being + 3rd verb + by phrase +?

Example: Will the book have been being read by him

ACTIVE VOICE AND PASSIVE VOICE

Changing Model Auxiliary Verbs to Passive

Active Structure: Sub + model auxiliary verb + 1st verb + com.

Example: We must do our jobs.

Passive Structure: Sub + model auxiliary verb + be + 3rd verb + by phrase.

Example: Our jobs must be done by us.

For Imperative Sentences

Example: Close the door.

Passive Structure: Let + sub + be + 3rd verb.

Example: Let the door be closed.

SPEECH

* The way of acting and telling is called speech.

We have two kinds of speech

1. **Quoted Speech** (Direct Speech)
2. **Reported Speech** (Indirect Speech)

1. Quoted Speech

- * We refer to exact words of a speaker.
- * In quoted speech quotation marks or inverted commas are used.

Example: He said, "I have a book."

2. Reported Speech

- * We refer to the idea of the speakers.
- * In reported speech quotation marks are not used.

Example: He said that he had a book.

ACTIVE VOICE AND PASSIVE VOICE

***** Some Important Points *****

1. Quoted Speech Has Two Parts.

Example: Haroon said, "I study Arabic." (Quoted Speech)
Reporting Speech Reported speech

2. Always capitalize the first letter of reported speech.

3. When we change quoted speech to reported speech we bring changes in pronoun, tense and time of the reported speech

Example: Ahmad said that he studied Arabic. (Reported Speech)

Rules for Direct Speech to Indirect Speech

1. No commas are used in Indirect Speech.

2. Indirect Speech uses a noun clause introduced by that to tell the ideas of speaker.

3. Pronouns are changed (not third pronoun).

4. Verbs, tenses are changed.

5. Adverbs of time and place are changed.

*** Pronoun Changes ***

1. First person pronoun (I, We) are changed according to the subject in reporting section of direct Speech.

Example: He said, "I am happy." (Direct Speech)

Example: He said that he was happy. (Indirect Speech)
We can't omit noun clause

2. for second person pronoun (You) change the pronoun according to the object in the reporting Section of direct speech.

Example: She told him, "You are nice." (Directed Speech)

Example: She told him that he was nice. (Indirect Speech)

3. Third person pronouns are (He, She, It, They) are not changed.

Example: You said, "He is a good boy. (Direct Speech)

ACTIVE VOICE AND PASSIVE VOICE

Example: You said that he was a good boy. (Indirect Speech)

Tense Changes:

Simple Present Tense to Simple Past

Example: (Quoted) Ali said, "I go to school."

Example: (Reported) Ali said that he went to school.

Present Progressive Tense to Past progressive

Example: (Quoted) She said, "I am washing the clothes."

Example: (Reported) she said that she was washing the clothes.

Simple Past Tense to Past Perfect

Example: (Quoted) Haroon said, "He played well."

Example: (Reported) Haroon said that he had played well.

Past Progressive Tense to Past Perfect Progressive

Example: (Quoted) Ali said, "They were studying."

Example: (Reported) Ali said that they had been studying.

Present Perfect to Past Perfect

Example: (Quoted) He said, "I have done my homework."

Example: (Reported) He said that he had done his homework.

Present Perfect Progressive to Past Perfect Progressive

Example: (Quoted) They said, "We have been reading the book."

Example: (Reported) They said that they had been reading the book.

ACTIVE VOICE AND PASSIVE VOICE

Past Perfect to Past Perfect

Example: (Quoted) You said, "I had finished the job."

Example: (Reported) You said that you had finished the job.

Past Perfect Progressive to Past Perfect Progressive

Example: (Quoted) Javid said, "They had been writing a letter."

Example: (Reported) Javid said that they had been writing a letter.

Simple Future

Future Progressive

Future Perfect

Future Perfect Progressive

Change (**will**) to (**would**) in all Future Tenses.

Example: (Quoted) He said, "I will finish the work."

Example: (Reported) He said that he would finish the work.

Note:

We can't change a sentence from Quoted Speech to Reported Speech when!

1. The sentence describes universal truth or natural law.

Example: (Quoted) Teacher said, "The earth is round."

Example: (Reported) Teacher said that the earth is round.

2. When the reporting verbs is in simple present tense.

Example: (Quoted) He says, "He is happy."

Example: (Reported) He says that he is happy.

Also we can use (told) instead of (said).

ACTIVE VOICE AND PASSIVE VOICE

Changing Model Auxiliary Verbs to Indirect Speech

1. Will ===== Would
2. Can ===== Could
3. Shall ===== Should
4. Must ===== Had to
5. May ===== Might
6. Have to/Has to = Had to
7. Ought to ===== Ought to

Changes in words:

Direct	Indirect
This-----	that
These -----	those
Come -----	go
Here-----	there
Do/does-----	did
Today-----	that day
Tomorrow-----	the other day
Yesterday-----	the previous day
Now-----	then

Changing Yes/No Questions To Indirect Speech

Yes/No Questions Structure:

Sub + asked/wanted to know + noun/pronoun + if/whether + sub + com +.

also we can use (wanted to know) instead of (asked).

Example: (Quoted) He said, "Are you a boy?"

Example: (Reported) He asked if I was a boy.

Vital Points in Forming Questions in Reported Speech

- * The (asked) or (wanted to know) is used instead of (said or told).
- * Question mark is not used instead a period is used.
- * Do, Does, Did are not used in Reported question.

ACTIVE VOICE AND PASSIVE VOICE

* "If" or "whether" is used in indirect question instead of "that".

W.H Questions to Indirect Speech

Structure: Sub + asked/wanted to know + noun/pronoun + W.H + sub + com +.

Example: (Quoted) Ali said, "When do you go to school?"

Example: (Reported) Ali asked when I went to school.

Example: (Quoted) Javid said, "Where did Ahmad go?"

Example: (Reported) Javid asked where Ahmad had gone.